

North Central Counties Consortium



***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***COLUSA, GLENN, LAKE, SUTTER & YUBA COUNTIES
2000 - 2001***

A PRODUCT OF

The California Cooperative Occupational Information System

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AREA PROFILE

Colusa County is located in the Sacramento Valley and covers 1,155.8 square miles. It is bordered on the south by Yolo County, and west by Lake County, the north by Glenn County, and the east by Butte and Sutter Counties.

Major transportation routes in the county include Interstate 5 as well as State Highways 16, 20, and 45. A major north-south railroad line also passes through the county.

Much of the land area in the county is devoted to agriculture, the primary economic activity and chief source of employment in the area. The most important crops harvested in the area are rice, tomatoes, sugar beets, prunes, and nuts.

Annual rainfall patterns vary between the valley floor (16 inches) and the mountainous areas (50-60 inches).

As of January 1, 2000, it is estimated that Colusa County's population is 18,750, an increase of 0.3% over the previous year's revised estimate of 18,700. This is lower than California's population growth rate of 1.7% over 1999.

Glenn County extends across the west-central portion of the Sacramento Valley, rising from an elevation of about 65 feet at the Sacramento River to over 7,000 feet in the northern Coast Range. The county's 842,000 acres are divided between farmland on the floor of the valley and grazing land, and mountainous forests in the eastern part of Mendocino National Forest.

That portion of Glenn County lying in the valley has long, hot, dry summers and mild, wet winters. Annual rainfall is 17 inches.

About 45 percent of the county's residents and the majority of the county's manufacturing sector are located in Orland and Willows. Both cities lie on Interstate 5 and the main line of the Southern Pacific Railroad. These two major transportation arteries serve to integrate local economic activity with that of the larger valley region.

At the lower elevations, the county's terrain, favorable weather, and water supply creates ideal conditions for agriculture, the major industry in the area. Grains are the most important crops with rice accounting for a large part of the dollar value of the county's agricultural production. Dairy farms are also an important source of income. The growth of local manufacturing (the third largest industry) has been closely tied to development of the county's agriculture and resource production. Lumber mills, dairy processors, packers of fruits and nuts, and sugar refiners have all been attracted to Glenn County by an abundance of raw commodities for processing.

As of January 1, 2000, it is estimated that Glenn County's population is 27,100, an increase of 0.9% over the previous year's revised estimate of 26,850. This is lower than California's population growth rate of 1.7% over 1999.

Lake County lies within the coastal range of mountains, approximately 100 miles north of San Francisco and 35 miles east of

the Pacific Ocean. It is bounded by Mendocino County on the west, Sonoma and Napa Counties to the south, and Yolo, Colusa, and Glenn Counties on the east.

The county's most prominent geographical feature is Clear Lake that covers approximately 5 percent of the county's land area. The terrain north of Clear Lake is quite rugged, with elevations over 7,000 feet. To the south and southwest are lower elevations and flatter terrain, where most of the county's agricultural activity is centered. State Highway 20 connects the area with both US 101 and Interstate 5.

Lake County's climate and terrain provide a conducive atmosphere for a variety of agricultural activities. The county is a large producer of pears. Other major agricultural products include cattle, walnuts, grapes, and hay. The county's proximity to the populous San Francisco Bay Area combined with its variety of resorts and boating facilities, make it a popular recreation area.

As of January 1, 2000, it is estimated that Lake County's population is 55,700, an increase of 0.7% over the previous year's revised estimate of 55,300. This is lower than California's population growth rate of 1.7% over 1999.

The Yuba City Metropolitan Statistical Area (MSA) encompasses **Sutter and Yuba Counties**, which lies in the heart of the Sacramento Valley. It is bordered on the west by the Sacramento River and Yolo and Colusa Counties, on the north by Butte County, on the east by Sierra and Nevada Counties and on the south by Sacramento and Placer Counties. The area comprises 1,246 square miles, most of which is located in the flat, agriculturally rich central region of the valley. The Sutter Buttes (the world's smallest mountain range) is located in the area as well as both the Feather and Yuba Rivers.

Much of the land area is devoted to agriculture, the third largest industry division relating to employment in the area. A wide variety of crops are produced including tomatoes, rice, peaches, prunes, nuts, and other grains. Farming is highly mechanized for all crops.

The major transportation routes include State Highways 99 and 70. Several railroad lines pass through the two counties.

As of January 1, 2000, it is estimated that Sutter County's population is 77,900, an increase of 0.9% over the previous year's revised estimate of 77,200. Yuba County's population is 60,700, an increase of 0.8% over the previous year's revised estimate of 60,160. Both of these rates are lower than California's population growth rate of 1.7% over 1999.

Source: Employment Development Department

WHO ARE WE?

The North Central Counties Consortium (NCCC) is a Special District formed by a Joint Powers agreement between five rural Northern California Counties (Colusa, Glenn, Lake, Sutter, and Yuba). NCCC is governed by a twenty-five member Workforce Investment Board and a five-member Governing Board. NCCC administers federal and state job training funds, which are subcontracted by NCCC to local entities in the five-county consortium for local service delivery.

MISSION STATEMENT

NCCC is in business to provide locally operated public employment programs. It is the intent of NCCC to:

- Encourage better use of resources through coordination and integration of goods and services.
- Make education, job training, and employment services universally available and accessible to all residents in the NCCC counties.
- Assist partner staff in their efforts to continually improve the quality of local programs and services.
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the North Central Counties Consortium (NCCC) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Colusa, Glenn, Lake, Sutter, and Yuba Counties. You will find summaries of 22 occupations surveyed during the period from April – September 2000. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. It is a partnership of state and local agencies that produces local occupational and labor market information. The CCOIS is a statewide program that is operational at 35 sites that represent 58 counties throughout California. The local agencies, referred to as “local partners”, consist of Workforce Development Boards, local Workforce Investment Boards and other workforce investment agencies, and Economic Development Agencies. At the state level, the Employment Development Department provides technical and financial assistance to the Local Partners and administers the CCOIS under the advisement and policy guidelines of the California Occupational Information Coordinating Committee (COICC).

The *2000/2001 North Central Counties Consortium Occupational Outlook & Training Directory* is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the new *Workforce Investment Act (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States.

The *Welfare to Work Act of 1997 (CalWORKs)* establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the NCCC populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations that are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 22 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database that generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 22 occupations surveyed.
- **Report Distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the Consortium, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 2000/2001 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

OCCUPATIONAL TITLES, CODES AND DEFINITIONS

Most occupations surveyed in this report have a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system. Each OES code may include several of the more detailed DOT titles. A few occupational definitions not identified with an OES code usually reflect an attempt to survey an occupation that the OES system either doesn't identify or doesn't define sufficiently. Because of the lack of OES projection data, these "Non-OES" occupational surveys sometimes lack the reliability of a standard OES occupational survey.

EMPLOYER REQUIREMENTS

- **Education and Training & Experience:** Survey responses to questions regarding education, training, and work experience needed to obtain employment are summarized here. Employers are asked about education and training prerequisites. Additionally, employers are asked if they require work experience and what type of experience is required. When appropriate, occupational summaries may be supplemented by

State requirements from the most recent publication of the *California Professional & Business License Handbook, August 1999*.

Note: The questionnaire for Program Year 2000 asks for the level of education that the firm requires for the survey occupation. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe for occupations studied are as follows:

All: 100% of survey responses

Almost All: 80% up to but not including 100%

Most: 60% up to but not including 80%

Many: 40% up to but not including 60%

Some: 20% up to but not including 40%

Few: less than 20% of the survey responses

- **Skills and Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career advancement. As skills are widely recognized as being transferable in nature, employers' responses are supplemented—

when appropriate--with skills from the Occupational Information Network (O*NET), a comprehensive database of worker attributes and job characteristics. O*NET is being developed as a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of the American workforce. Additionally, employer-specified skills provided by LMID are also included in this section.

WAGES AND BENEFITS

- **Wages:** The purpose of this section is to report the approximate wage ranges and medians for the occupations and to provide a rough measure for comparing the wages of various occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80%, and there is no violation of confidentiality.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

- **Hours Worked:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. If the distribution is less than 20%, it is considered negligible for the purposes of this section, thus generally not reported.
- **Benefits:** This section presents the types of fringe benefits employers offer. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid, shared cost, or employee pays all) for full-time employees. When part-time employment is a significant percentage of the occupational total (20% or more), this breakdown shall also be reported.

EMPLOYMENT TRENDS

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list the three most successful recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

The following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This

means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Recruitment Methods:** Employers are asked to indicate their three most successful hiring methods.
- **Employer Responses:** Displays the number of useable surveys received from the employer community and their total number of employees represented for the specific occupation.
- **Size of Occupation & Projections:** This section presents the seven-year growth and job openings projections provided through the LMID OES program. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the consortium. For occupations studied in the NCCC area in Program Year 2000, the following scale is used to measure occupational size:

Small	Less than 91
Medium	91 - 181
Large	182 - 393

Very Large 394 and above

Occasionally, LMID projection data may differ from the data employers provide. The data are different because occupational projections reflect historical trends so that the future is expected to be like the past. The growth or decline in occupational projections is a factor of the growth or decline in industries.

- **Gender:** This section presents the distribution of male and female employees as reported by firms responding to this survey.
- **Growth Trends:** This is an overview of projected new job growth rates in relation to the overall new job growth rate (19.0%) for the consortium. The following terms are applied to the occupational growth trends in the NCCC counties:

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to but not including 1.50 times average
Average:	0.90 to but not including 1.10 times average
Slower than average:	0.10 to but not including 0.90 times average
No Significant Change:	-0.10 to but not including 0.10 times average
Slow Decline:	less than -0.10 times average

- **Where the Jobs Are:** This section identifies the major employing industries for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.
- **Unionization and Collective Bargaining:** Employers surveyed are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement.

OTHER INFORMATION

- **Alternative Job Titles:** This section lists other job titles used by employers that meet the standard occupational definition.
- **Related DOT Code:** The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.
- **Promotional Opportunities:** Employers are asked whether or not they promote employees to a higher level position. If so, we seek the occupational titles to which they may be promoted.
- **Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of employees among firms responding to the survey.

It is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgements to the report reader as to their meaning.

OCCUPATIONAL
SUMMARIES

ASSEMBLERS AND FABRICATORS--EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

OES 939560

Assemblers and Fabricators, except Machine, Electrical, Electronic, and Precision in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few employers require training prior to employment, but indicate a preference for on-the-job training.

Experience: Most employers report they require or prefer work experience in this occupation. Then tend to hire applicants with 6 - 18 months experience as an assembler or fabricator.

Skills and Qualifications:

- Able to use and read a tape measure
- Able to read blueprints and working drawings
- Able to pass a physical exam and drug test
- Able to perform assembly work
- Able to use hand & power tools
- Soldering skills
- Basic math skills
- Manual dexterity
- Good eye-hand coordination
- Possession of good color perception
- Able to stand continuously for 2 or more hours
- Able to lift at least 50 pounds repeatedly
- Possession of mechanical aptitude
- Able to use creativity and innovation in performing work duties
- Able to perform routine, repetitive work
- Willingness to work with close supervision
- Able to follow oral instructions
- Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.50	\$6.50
New Hires, W/ Experience	\$7.00 - 9.25	\$8.00
After Three Years W/ Firm	\$8.00 - 14.00	\$11.25

Hours Worked: Almost all Assemblers and Fabricators work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	47%	0%
Dental Insurance	13%	47%	0%
Vision Insurance	13%	20%	0%
Life Insurance	27%	7%	0%
Sick Leave	27%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	13%	27%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Assemblers & Fabricators**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 219 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 250 - 320 (Large)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	70
<u>Separations to 2004:</u>	40
Total Openings:	110

Growth Trends: The new job growth rate for this occupation is 28.0%, which is growing faster than the average new job growth rate of 19.0% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are

Millwork, Plywood & Structural Members	31.7%
Retail Stores, Not Elsewhere Classified	8.1%
Fabricated Structural Metal Products	7.8%
Hardware, Plumbing & Heating Equipment	7.5%
Machinery, Equipment, and Supplies	7.5%
Miscellaneous Fabricated Textile Products	6.5%
Partitions & Fixtures	5.0%
Miscellaneous Wood Products	3.1%
Other	22.8%

OTHER INFORMATION:

Alternate Job Titles: Laborer, Builder

Related DOT Code: 729.684-054, 762.684-066, 754.684-042, 762.684-010, 714.684-010, 806.684-010, 762.687-070

Promotional Opportunities: May be promoted to salesman, supervisor, or manager

Turnover: Among employers surveyed, the rate is 15.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

AUTOMOTIVE BODY AND RELATED REPAIRERS**OES 853050**

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational or technical training prior to employment. This may take the form of Inter-Industry Conference on Auto Collision (I-CAR) certification, or other automotive training. I-CAR, often completed in stages, is often undertaken while on the job.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 60 months of prior body repair and painting experience.

Skills and Qualifications:

Skill in working with fiberglass
 Able to install vehicle glass
 Able to operate power hand tools
 Masking skills
 Able to apply various techniques and skills
 Welding skills
 Able to tolerate dust and paint fumes
 Possession of good color perception
 Able to lift at least 70 pounds repeatedly
 Able to provide own hand tools
 Willingness to work with close supervision
 Able to work independently
 Basic math skills
 Able to read and follow instructions
 Oral communication skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.00	\$6.00
New Hires, W/ Experience	\$5.75 - 15.00	\$8.75
After Three Years W/ Firm	\$5.75 - 17.50	\$13.50

Hours Worked: Almost all Automotive Body Repairers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	19%	38%	0%
Dental Insurance	6%	31%	0%
Vision Insurance	6%	25%	0%
Life Insurance	0%	19%	0%
Sick Leave	25%	0%	0%
Vacation	56%	0%	0%
Retirement Plan	0%	25%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Auto Body & Related Repairers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and the Employment Development Department.

Employer Responses: 16 employers, representing 83 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 90 (Small)

Gender: Employers responding indicate 98% of workers are male, 2% are female.

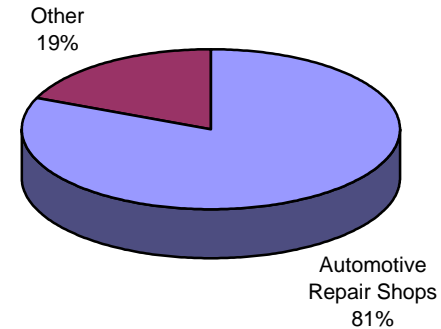
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	10
<u>Separations to 2004:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate that growth will remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Automotive Repair Technician, Journeyman, Painter, Body Repairer

Related DOT Code: 807.381-010, 807.381-018, 807.381-030, 807.484-010, 807.684-010, 845.381-018, 865.684-010

Promotional Opportunities: May be promoted to supervisor, painting technician, journey painter, or shop foreman

Turnover: Among employers surveyed, the rate is 22.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS**OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. This training has been expressed as accounts payable, payroll, bookkeeping, or other accounting-related courses.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 9 - 36 months of bookkeeping or accounting experience.

Skills and Qualifications:

Accounting skills
 Able to conduct an audit
 Bookkeeping skills
 Payroll processing skills
 Spreadsheet, word processing, and database skills
 Telephone answering skills
 Able to write effectively and legibly
 Able to perform routine, repetitive work
 Willingness to work with close supervision
 Able to pay attention to detail
 Public contact skills
 Able to work independently
 Basic math skills
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 8.63	\$7.91
New Hires, W/ Experience	\$6.00 - 13.00	\$8.88
After Three Years W/ Firm	\$8.00 - 16.00	\$11.26

Hours Worked: Almost all Bookkeeping, Accounting, & Auditing Clerks work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	38%	0%
Dental Insurance	44%	38%	6%
Vision Insurance	38%	25%	6%
Life Insurance	44%	19%	6%
Sick Leave	63%	13%	0%
Vacation	88%	6%	0%
Retirement Plan	19%	44%	13%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Bookkeeping, Accounting, & Auditing Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 16 employers, representing 49 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 1000 - 1090 (Very Large)

Gender: Employers responding indicate 20% of workers are male, 80% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	90
<u>Separations to 2004:</u>	130
Total Openings:	220

Growth Trends: The new job growth rate for this occupation is 9.0%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Government	18.0%
Educational Services	9.7%
Amusement & Recreation Services	7.0%
Food Stores	4.8%
Automotive Dealers & Gasoline Service Stations	4.5%
Real Estate	3.7%
Miscellaneous Retail	3.4%
Health Services	2.7%
Construction -- Special Trade Contractors	2.7%
Accounting, Auditing, & Bookkeeping	2.7%
Motor Freight Transportation & Warehousing	2.4%
Eating & Drinking Places	2.3%
Lumber & Other Building Materials	1.7%
Other	34.4%

OTHER INFORMATION:

Alternate Job Titles: Accounts Payable Clerk, Payroll Clerk, Accounts Receivable Clerk, Accounting Technician, Fiscal Assistant, Assistant Office Manager, District Bookkeeper

Related DOT Code: 210.382-010, 210.382-014, 210.382-046, 216.362-014, 216.482-010, 216.382-022, 216.362-026

Promotional Opportunities: May be promoted to assistant manager, account clerk II & III, accounting manager, business manager, office manager

Turnover: Among employers surveyed, the rate is 20.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

BUS DRIVERS -- SCHOOL**OES 971110**

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Some indicate they require vocational or technical training prior to hire. This training is expressed as achieving a school bus driver's license or bus driving certificate.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of prior bus driving experience.

Skills and Qualifications:

Automotive maintenance and minor repair skills
 Able to administer emergency first aid
 Tire changing skills
 Map reading skills
 Able to perform cardio pulmonary resuscitation
 Possession of a valid Class B driver's license
 Able to handle crisis situations
 Willingness to work with close supervision
 Able to work independently
 Able to work under pressure
 Possession of a good Department of Motor Vehicles driving record
 Able to exercise patience
 Able to read and follow instructions
 Oral communication skills

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	Range	Range	Median	Median
New Hires, No Experience	\$8.00 - 10.05	\$9.75 - 11.41	\$9.31	\$10.31
New Hires, W/ Experience	\$8.32 - 11.48	\$10.31 - 11.54	\$9.90	\$10.85
After Three Years W/ Firm	\$9.37 - 13.16	\$10.85 - 12.74	\$11.06	\$12.07

Hours Worked: Many School Bus Drivers work part-time averaging 28 hours per week. Some work full-time at an average of 39 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	78%	11%	0%	17%	0%	0%
Dental Insurance	78%	11%	0%	17%	0%	0%
Vision Insurance	78%	11%	0%	17%	0%	0%
Life Insurance	22%	11%	0%	11%	0%	0%
Sick Leave	78%	22%	0%	0%	0%	0%
Vacation	56%	22%	0%	0%	0%	0%
Retirement Plan	17%	6%	56%	17%	0%	0%
Child Care	0%	0%	6%	0%	0%	6%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **School Bus Drivers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 18 employers, representing 181 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 220 - 240 (Large)

Gender: Employers responding indicate 35% of workers are male, 65% are female.

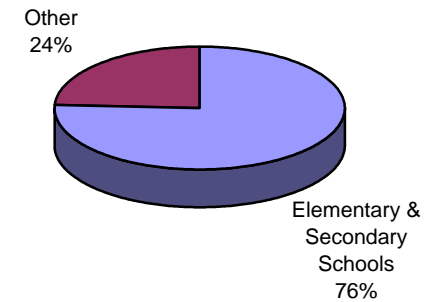
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Bus Drivers

Related DOT Code: 913.463-010

Promotional Opportunities: May be promoted to dispatcher, bus driver trainer, or director of transportation

Turnover: Among employers surveyed, the rate is 15.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers responding their employees are unionized.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high diploma or equivalent. Few employers indicate that vocational or technical training is required prior to employment. Many report that training is generally not acceptable as a substitute for prior work experience.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 12 - 60 months experience in various aspects of carpentry or construction work.

Skills and Qualifications:

Shop math skills
 Able to read blueprints
 Able to use drafting tools
 Cost estimating skills
 Rough and Finish carpentry skills
 Drywall installation and repair skills
 Able to climb to high places
 Able to perform strenuous, physically demanding work
 Possession of agility and coordination
 Able to lift at least 50 pounds repeatedly
 Able to provide own hand tools
 Possession of a reliable vehicle
 Possession of a good Department of Motor Vehicle driving record
 Able to work independently
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 8.00	\$7.50
New Hires, W/ Experience	\$7.00 - 25.00	\$14.98
After Three Years W/ Firm	\$9.00 - 30.00	\$18.50

Hours Worked: Most Carpenters work full-time averaging 40 hours week. Some work seasonally at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	13%	13%	0%
Dental Insurance	6%	0%	0%
Vision Insurance	6%	0%	0%
Life Insurance	6%	0%	0%
Sick Leave	6%	0%	0%
Vacation	38%	0%	0%
Retirement Plan	19%	6%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Carpenters**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employer Responses: 16 employers, representing 72 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 400 - 560 ((Very Large)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

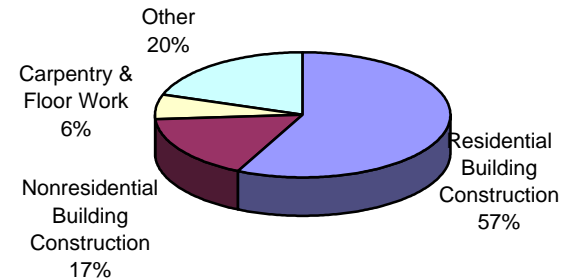
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	160
<u>Separations to 2004:</u>	90
Total Openings:	250

Growth Trends: The new job growth rate for this occupation is 40.0%, which is growing much faster than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to grow over the next two years. Some anticipate employment remaining stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Journeyman

Related DOT Code: 860.381-022, 860.381-042, 860.664-010, 860.681-010, 860.281-010

Promotional Opportunities: May be promoted to supervisor

Turnover: Among employers surveyed, the rate is 9.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding their employees are unionized.

COMPUTER PROGRAMMERS, INCLUDING AIDES**OES 251051**

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a bachelor's degree. Among employers surveyed, none indicate requiring training prior to employment, as they place an emphasis on prior work experience in seeking candidates for hire.

Experience: All employers surveyed report they require work experience in this occupation. They indicate a preference for hiring applicants with 24 - 48 months of computer programming or related experience.

Skills and Qualifications:

Able to write computer programs for various purposes
 Able to communicate effectively with others in writing
 Able to understand written sentences and paragraphs in work documents
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to find ways to structure or classify multiple pieces of information
 Able to identify the nature of problems
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to generate a number of different approaches to problems
 Able to analyze needs and product requirements to create a design
 Able to determining the cause of an operating error and fix it
 Able to work independently
 Able to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	
New Hires, W/ Experience	\$13.42 - 26.37	\$17.63
After Three Years W/ Firm	\$19.48 - 30.21	\$25.50

Hours Worked: Among those surveyed, all Computer Programmers, including Aides, work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	50%	50%	0%
Dental Insurance	50%	25%	0%
Vision Insurance	25%	25%	0%
Life Insurance	25%	25%	0%
Sick Leave	75%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	25%	25%	0%
Child Care	0%	0%	0%

*Percentage is based on 4 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	*N/A
Moderately Difficult		*N/A
Not Difficult		*N/A

The Job Market for: **Computer Programmers, Including Aides**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Applicable

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and the Internet.

Employer Responses: 4 employers, representing 9 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

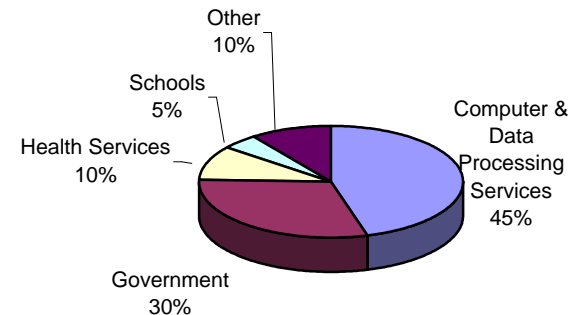
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	10
<u>Separations to 2004:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Management Information Systems Director

Related DOT Code: 030.162-010, 030.162-018, 030.167-010, 972.382-022, 030.162-010

Promotional Opportunities: May be promoted to systems analyst

Turnover: Among employers surveyed, the rate is 0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

COOKS -- RESTAURANT**OES 650260**

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer food preparation training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of previous cooking experience.

Skills and Qualifications:

Able to determine the kind of tools and equipment needed to do a job
 Able to inspect and evaluate the quality of products
 Sauce making skills
 Able to plan and organize the work of others
 Able to cook ethnic foods
 Food baking skills
 Food buying skills
 Menu planning skills
 Able to write effectively and legibly
 Able to pass a pre-employment medical examination
 Able to stand continuously for 2 or more hours
 Able to lift at least 30 pounds repeatedly
 Willingness to work with close supervision
 Able to work under pressure
 Basic math skills
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.50	\$6.50
New Hires, W/ Experience	\$5.75 - 8.50	\$7.00
After Three Years W/ Firm	\$7.50 - 11.00	\$9.00

Hours Worked: Most Restaurant Cooks work full-time averaging 40 hours per week. Some work part-time averaging 27 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	6%	0%	28%	0%	0%	0%
Dental Insurance	11%	0%	22%	0%	0%	0%
Vision Insurance	11%	0%	22%	0%	0%	0%
Life Insurance	11%	0%	11%	0%	0%	0%
Sick Leave	17%	0%	6%	0%	0%	0%
Vacation	44%	6%	6%	0%	0%	0%
Retirement Plan	0%	0%	22%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Restaurant Cooks**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and the Employment Development Department.

Employer Responses: 18 employers, representing 125 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 400 - 440 (Very Large)

Gender: Employers responding indicate 73% of workers are male, 27% are female.

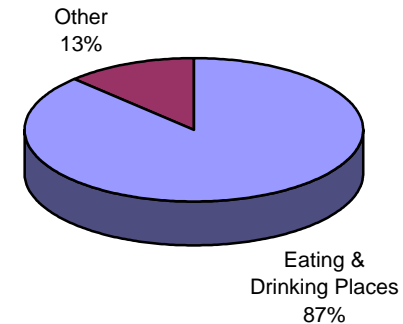
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	90
Total Openings:	130

Growth Trends: The new job growth rate for this occupation is 10.0%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Kitchen Manager

Related DOT Code: 313.361-014, 313.361-018, 313.361.030, 313.381-022, 315.361-022, 315.381-018, 313.281-010

Promotional Opportunities: May be promoted to kitchen manager, kitchen supervisor, or restaurant manager

Turnover: Among employers surveyed, the rate is 34.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CORRECTION OFFICERS AND JAILERS**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require a high school diploma or equivalent. Although not a requirement, many indicate they prefer vocational training prior to hire. Employers require new hires to successfully complete during the probation period a standards training course certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Most employers report they prefer work experience in this occupation prior to hire. They tend to hire applicants with 6 - 12 months of previous correctional officer or other law enforcement experience.

Skills and Qualifications:

Being aware of others' reactions and understand why they react the way they do

Able to talk to others to effectively convey information

Able to identify the nature of problems

Able to know how to find information and to identify essential information

Able to listen to what others are saying and ask questions as appropriate

Able to identify the things that must be changed to achieve a goal

Able to weigh the relative costs and benefits of a potential action

Able to plan and organize the work of others

Able to administer emergency first aid

Possession of a Firearms Qualifications Card

Able to write effectively and legibly

Able to pass a pre-employment medical examination

Able to pass a physical performance test

Understanding of a variety of cultures

Able to handle crisis situations

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.42 - 13.05	\$11.43
New Hires, W/ Experience	\$7.42 - 15.88	\$12.00
After Three Years W/ Firm	\$8.47 - 17.32	\$13.23

Hours Worked: Almost all Correction Officers and Jailers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	40%	0%
Dental Insurance	60%	40%	0%
Vision Insurance	60%	0%	0%
Life Insurance	100%	0%	0%
Sick Leave	80%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	40%	40%	0%
Child Care	0%	0%	0%

*Percentage is based on 5 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	X
Moderately Difficult	*N/A	
Not Difficult	*N/A	

The Job Market for: **Correctional Officers & Jailers**

Experienced applicants: Not Applicable

Inexperienced applicants: Not Competitive

*None of the surveyed employers required previous experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

Employer Responses: 5 employers, representing 154 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 210 - 270 (Large)

Gender: Employers responding indicate 54% of workers are male, 46% are female.

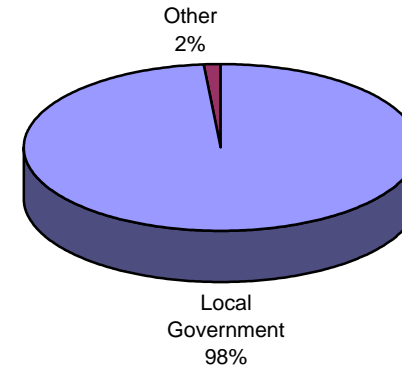
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	60
<u>Separations to 2004:</u>	50
Total Openings:	110

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing much faster than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate employment to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Deputy Sheriff I, Sheriff's Jailer

Related DOT Code: 372.367-014, 372.567-014, 372.667-018, 372.677-010, 375.367-010

Promotional Opportunities: May be promoted to corporal, correctional corporal, deputy sheriff II & III, and supervisor

Turnover: Among employers surveyed, the rate is 27.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. All employers responding indicate their employees are unionized.

COST ESTIMATORS**OES 219020**

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Many require at least an associate's degree, while some require a bachelor's degree prior to hire. Few employers indicate they require vocational or technical training prior to hire.

Experience: Among those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 24 - 48 months of prior experience as a cost estimator.

Skills and Qualifications:

Know how to find information and identify essential information
 Able to use mathematics to solve problems
 Able to prepare flow charts and read blueprints
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to find ways to structure or classify multiple pieces of information
 Accounting skills
 Basic construction skills
 Understanding of building codes
 Cost estimating skills
 Analytical skills
 Able to use spreadsheet software
 Able to pay attention to detail
 Able to work under pressure

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	
New Hires, W/ Experience	\$10.00 - 25.00	\$13.19
After Three Years W/ Firm	\$11.51 - 29.97	\$15.00

Hours Worked: Among employers surveyed, all Cost Estimators work full time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	50%	42%	0%
Dental Insurance	17%	33%	0%
Vision Insurance	8%	33%	0%
Life Insurance	25%	17%	0%
Sick Leave	42%	0%	0%
Vacation	83%	0%	0%
Retirement Plan	8%	42%	8%
Child Care	0%	0%	0%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Cost Estimators**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employer Responses: 12 employers, representing 29 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 50 - 70 (Small)

Gender: Employers responding indicate 93% of workers are male, 7% are female.

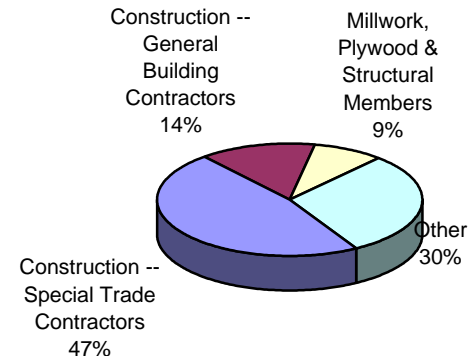
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	10
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 40%, which is growing much faster than the average new job growth rate of 19.0% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Estimator, Salesperson/Estimator, Repair Cost Estimator

Related DOT Code: 169.267-038, 221.367-014, 221.482-014, 221.362-018

Promotional Opportunities: May be promoted to head of sales, assistant manager, division manager

Turnover: Among employers surveyed, the rate is 3.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DENTAL ASSISTANTS**OES 660020**

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Almost all indicate they require or prefer technical or vocational training prior to hire. To become registered as a dental assistant, candidates must graduate from a board-approved dental assistant program or complete 18 months of on-the-job training as a dental assistant for a California-licensed dentist.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 18 months experience as a dental assistant.

Skills and Qualifications:

Able to adjust actions in relation to others' actions
 Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Completion of courses in biological sciences
 Able to do ultrasonic scaling
 Able to complete and explain insurance forms
 Able to perform or assist with dental procedures
 Understanding of coronal polishing
 Record keeping skills
 Knowledge of dental materials
 Word processing and database skills
 Able to follow billing procedures
 Possession of a Radiation Safety Certificate
 Able to write effectively and legibly
 Good grooming skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 9.00	\$7.92
New Hires, W/ Experience	\$7.50 - 13.00	\$10.00
After Three Years W/ Firm	\$8.64 - 15.00	\$12.00

Hours Worked: Almost all Dental Assistants work full-time averaging between 32 - 38 hours per week. A few work part-time at an average of 23 weekly hours.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	35%	35%	0%
Dental Insurance	47%	41%	0%
Vision Insurance	18%	6%	0%
Life Insurance	18%	6%	0%
Sick Leave	94%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	53%	24%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Dental Assistants**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 17 employers, representing 77 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 180 - 230 (Large)

Gender: Employers responding indicate 0% of workers are male, 100% are female.

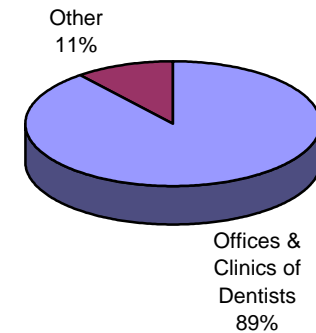
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	50
<u>Separations to 2004:</u>	20
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 27.8%, which is growing faster than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Registered Dental Assistant

Related DOT Code: 079.361-018

Promotional Opportunities: May be promoted to office manager, receptionist, head assistant, coordinator, and dental hygienist with additional training

Turnover: Among employers surveyed, the rate is 31.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DISPATCHERS -- POLICE, FIRE, AND AMBULANCE**OES 580020**

Dispatchers-Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. No employer indicates that vocational or technical training is required prior to hire, as emphasis is placed upon on-the-job training.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience as a dispatcher or a related field.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Able to actively look for ways to help people
 Able to identify the nature of problems
 Know how to find information and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Able to adjust actions in relation to others' actions
 Able to control operations of equipment or systems
 Able to write effectively and legibly
 Able to perform basic mathematical computations
 Able to read and follow instructions
 Willing to work with close supervision
 Able to work independently
 Able to use a computer terminal
 Knowledge of local streets
 Map reading skills
 Filing skills (alpha and numeric)
 Able to handle crisis situations

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 10.90	\$9.09 - 13.05	\$9.78	\$10.79
New Hires, W/ Experience	\$5.75 - 10.90	\$10.04 - 14.70	\$10.56	\$10.43
After Three Years W/ Firm	\$8.39 - 12.02	\$11.08 - 17.86	\$11.33	\$12.81

Hours Worked: Among employers surveyed, all Police, Fire, and Ambulance Dispatchers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	38%	0%
Dental Insurance	63%	38%	0%
Vision Insurance	50%	25%	0%
Life Insurance	88%	0%	0%
Sick Leave	63%	0%	0%
Vacation	88%	0%	0%
Retirement Plan	63%	13%	0%
Child Care	0%	0%	0%

*Percentage is based on 8 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Police, Fire, & Ambulance Dispatchers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 8 employers, representing 68 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 80 (Small)

Gender: Employers responding indicate 13% of workers are male, 87% are female.

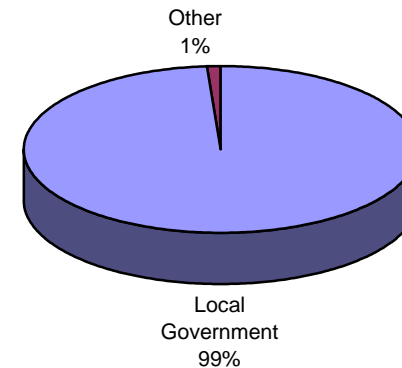
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	0
<u>Separations to 2004:</u>	10
Total Openings:	10

Growth Trends: The new job growth rate for this occupation is 0%, indicating no significant change in growth over this period. The average job growth rate for all occupations in the consortium is 19.0%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Communications Operator, Public Safety Dispatcher, Communication Dispatcher, Emergency Dispatcher

Related DOT Code: 372.167-010, 379.162-010, 379.362-010, 379.362-018

Promotional Opportunities: May be promoted to Communication Coordinator, Communication Supervisor, Community Service Officer, Communication Dispatcher II

Turnover: Among employers surveyed, the rate is 33.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Most employers surveyed report their employees are unionized.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require technical or vocational training prior to hire. To become certified as a home health aide, 65 hours of supervised clinical training and 55 hours of classroom training are required. If applicant is already a certified nurse assistant, 40 hours of supervised clinical training will suffice.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a home health aide, certified nurse aide, or other home care-related field.

Skills and Qualifications:

Able to actively look for ways to help people
 Being aware of others' reactions and understanding why they react the way the do
 Listen to what others are saying and ask questions as appropriate
 Talking to others to effectively convey information
 Able to prepare meals
 Able to apply transferring techniques moving patients
 Certified to perform cardio pulmonary resuscitation
 Willingness to work with close supervision
 Possession of a valid driver's license
 Able to write effectively and legibly
 Able to pass a pre-employment medical examination
 Possession of a reliable vehicle

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 8.90	\$7.91
New Hires, W/ Experience	\$6.50 - 9.80	\$8.67
After Three Years W/ Firm	\$8.80 - 11.20	\$9.70

Hours Worked: Many Home Health Aides work full-time averaging 40 hours per week. Some work part-time averaging 20 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	56%	0%	22%	22%	0%	0%
Dental Insurance	56%	0%	22%	22%	0%	0%
Vision Insurance	44%	0%	11%	11%	0%	0%
Life Insurance	44%	0%	0%	11%	11%	11%
Sick Leave	56%	11%	0%	0%	0%	0%
Vacation	78%	22%	0%	0%	0%	0%
Retirement Plan	22%	11%	33%	0%	11%	11%
Child Care	0%	0%	0%	0%	11%	0%

*Percentage is based on 9 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Home Health Aides**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 9 employers, representing 57 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 130 - 170 (Medium)

Gender: Employers responding indicate 0% of workers are male, 100% are female.

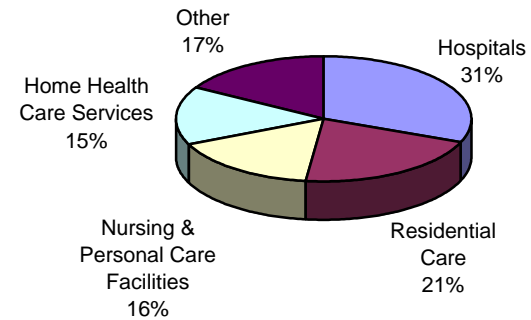
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	10
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 30.8%, which is growing much faster than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Home Support Specialists

Related DOT Code: 355.674-014, 354.377-014

Promotional Opportunities: May be promoted to assistant team leader, administrative position, or licensed vocational nurse with additional training

Turnover: Among employers surveyed, the rate is 40.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Almost all indicate that vocational or technical training for this occupation is not required or preferred prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 9 - 12 months of previous experience as an industrial truck & tractor operator.

Skills and Qualifications:

Able to control operations of equipment or systems
 Able to determine the kind of tools and equipment needed to do a job
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to adjust actions in relation to others' actions
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to repair machines or systems using the needed tools
 Possession of a valid driver's license
 Possession of a fork lift driver's certificate
 Able to pass a pre-employment medical examination
 Able to lift at least 50 pounds repeatedly
 Possession of mechanical aptitude
 Willingness to work with close supervision
 Able to work independently
 Basic math skills
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$5.75 - 10.50	Insufficient Data	\$7.00	
New Hires, W/ Experience	\$6.38 - 10.50	\$11.92 - 19.18	\$7.50	\$13.91
After Three Years W/ Firm	\$7.50 - 12.00	\$11.92 - 21.58	\$10.00	\$13.91

Hours Worked: Almost all Industrial Truck & Tractor Operators work full-time averaging 40 hours per week. A few work seasonally, at an average of 41 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	20%	0%
Dental Insurance	60%	20%	0%
Vision Insurance	60%	7%	0%
Life Insurance	60%	13%	0%
Sick Leave	73%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	53%	13%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Industrial Truck & Tractor Operators**

Experienced applicants: Very Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 281 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 200 - 240 (Large)

Gender: Employers responding indicate 85% of workers are male, 15% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

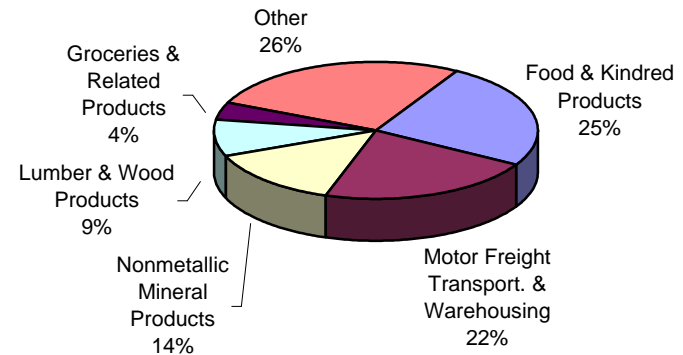
New jobs through 2004: 40

Separations to 2004: 20

Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 19.0%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



Alternate Job Titles: Fork Lift Drivers

Related DOT Code: 921.683-050, 929.683-014, 929.583-010, 921.683-042, 921.683-078

Promotional Opportunities: May be promoted to truck driver, supervisor, salesperson, or department manager

Turnover: Among employers surveyed, the rate is 15.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

LODGING MANAGERS**OES 150262**

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Few employers require technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months experience in hotel, motel, or lodging management.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Able to adjust actions in relation to others' actions
 Able to motivate, develop, and direct people as they work, identifying the best people for the job
 Able to identify the nature of problems
 Business math skills
 Able to maintain financial records
 Able to plan and organize the work of others
 Record keeping skills
 Understanding of inventory techniques
 Catering skills
 Able to write effectively and legibly
 Able to work under pressure
 Public contact skills/oral communication skills
 Able to weigh the relative costs and benefit of a potential action

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 12.66	\$11.51
New Hires, W/ Experience	\$8.63 - 13.23	\$10.36
After Three Years W/ Firm	\$8.63 - 14.96	\$11.51

Hours Worked: Almost all Lodging Managers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	13%	0%
Dental Insurance	20%	20%	0%
Vision Insurance	13%	20%	0%
Life Insurance	0%	13%	0%
Sick Leave	40%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	0%	20%	7%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult		
Not Difficult	X	

The Job Market for: **Lodging Managers**
Experienced applicants: Very Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 160 - 180 (Medium)

Gender: Employers responding indicate 51% of workers are male, 49% are female.

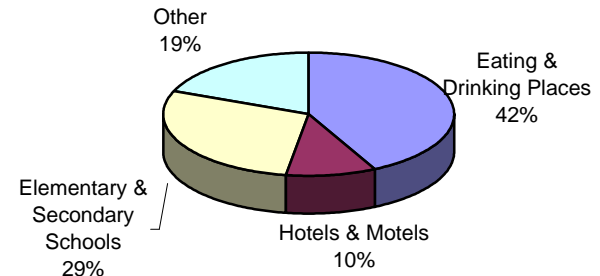
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Manager, General Manager, Floor Manager

Related DOT Code: 187.117-038, 187.167-078, 187.167-122, 320.137-010, 320.137-014, 187.167-066

Promotional Opportunities: May be promoted to corporate supervisor, corporate manager, regional director

Turnover: Among employers surveyed, the rate is 15.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require at least a high school diploma or equivalent. Few indicate they require of prefer vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months experience in the following: construction, electrical, carpentry, building repair, or other general repair.

Skills and Qualifications:

Install equipment, machines, wiring, or programs to meet specifications
 Able to determine the kind of tools and equipment needed to do a job
 Able to identify the nature of problems
 Able to determine what is causing an operating error and deciding what to do about it
 Able to read blueprints
 Able to operate power hand tools
 Able to repair and install heating and air conditioning systems
 Able to do cement work
 Arc & gas welding skills
 Painting skills
 Carpentry skills
 Electrical repair skills
 Plumbing repair skills
 Record keeping skills
 Able to lift at least 50 pounds repeatedly
 Able to work independently

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 11.99	\$10.25 - 10.68	\$9.00	\$10.47
New Hires, W/ Experience	\$6.38 - 11.99	\$6.75 - 13.08	\$8.00	\$10.47
After Three Years W/ Firm	\$8.50 - 12.72	\$10.25 - 18.00	\$10.75	\$13.40

Hours Worked: Many General Utility Maintenance Repairers work full-time averaging 40 hours per week. Many work seasonally at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	42%	37%	0%
Dental Insurance	47%	26%	0%
Vision Insurance	47%	26%	0%
Life Insurance	47%	11%	0%
Sick Leave	84%	0%	0%
Vacation	95%	0%	0%
Retirement Plan	21%	26%	5%
Child Care	0%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **General Utility Maintenance Repairers**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employer Responses: 19 employers, representing 150 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation: 690 - 810 (Very Large)

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment:

Gender: Employers responding indicate 99% of workers are male, 1% are female.

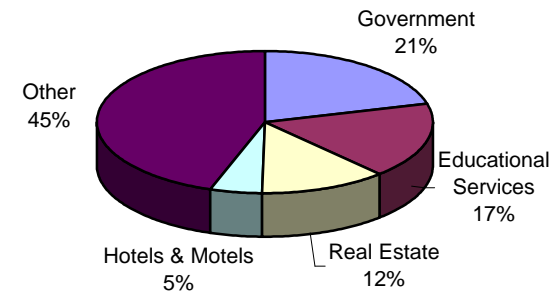
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	120
<u>Separations to 2004:</u>	120
Total Openings:	240

Growth Trends: The new job growth rate for this occupation is 17.4%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 19.0%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Maintenance Workers, Building Maintenance Workers

Related DOT Code: 899.261-014, 899.381-010

Promotional Opportunities: May be promoted to supervisor, construction supervisor, public works superintendent

Turnover: Among employers surveyed, the rate is 5.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Almost all employers report they require vocational or technical training prior to hire. To become certified as a nurse aide, the state requires 100 hours of supervised clinical training and 50 hours of classroom training.

Experience: Some employers report they prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of prior nursing aide or related experience.

Skills and Qualifications:

Able to actively look for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to adjust actions in relation to others' actions
 Record keeping skills
 Knowledge of orthopedic care
 Understanding of asepsis
 Able to administer emergency first aid
 Able to apply dressings and compresses
 Able to apply transferring techniques moving patients
 Knowledge of surgical preparation procedures
 Post surgical care skills
 Able to perform cardio pulmonary resuscitation
 Able to handle crisis situations
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.55 - 8.70	\$7.75
New Hires, W/ Experience	\$6.55 - 9.41	\$8.00
After Three Years W/ Firm	\$7.00 - 10.00	\$9.00

Hours Worked: Almost all Nurse Aides work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	45%	55%	0%
Dental Insurance	36%	45%	9%
Vision Insurance	36%	36%	0%
Life Insurance	55%	0%	0%
Sick Leave	91%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	18%	55%	0%
Child Care	0%	0%	0%

*Percentage is based on 11 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	
Moderately Difficult	*N/A	X
Not Difficult	*N/A	

The Job Market for: **Nurse Aides**
Experienced applicants: Not Applicable
Inexperienced applicants: Moderately Competitive

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 11 employers, representing 405 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 470 - 590 (Very Large)

Gender: Employers responding indicate 13% of workers are male, 87% are female.

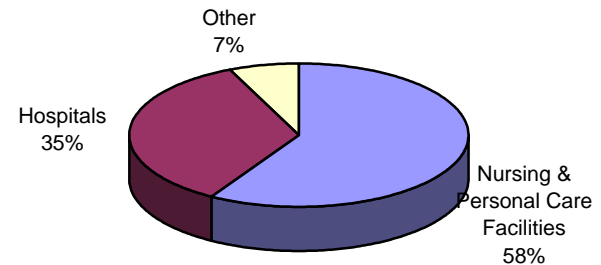
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	120
<u>Separations to 2004:</u>	50
Total Openings:	170

Growth Trends: The new job growth rate for this occupation is 25.5%, which is growing faster than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Certified Nurse Aide

Related DOT Code: 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

Promotional Opportunities: May be promoted to medical records clerk, staff development assistant, or to licensed vocational nurse by meeting additional education requirements

Turnover: Among employers surveyed, the rate is 49.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

POLICE PATROL OFFICERS**OES 630140**

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Employers indicate that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Some employers report that they prefer work experience in this occupation. Those that do indicate a preference for candidates with 6 - 24 months of previous experience as a police patrol officer.

Skills and Qualifications:

Able to use logic and analysis to identify the strengths and weaknesses of different approaches

Being aware of others' reactions and understanding why they react the way they do

Able to identify the nature of problems

Able to talk to others to effectively convey information

Able to listen to what others are saying and ask questions as appropriate

Know how to find information and identify essential information

Able to weigh the relative costs and benefits of a potential action

Actively looking for ways to help people

Able to administer emergency first aid

Possession of a Firearms Qualifications Card

Able to write effectively and legibly

Able to pass a pre-employment medical examination

Able to pass a physical performance test

Understanding of a variety of cultures

Able to read and comprehend information quickly

Able to pass psychological interview

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	Range	Range	Median	Median
New Hires, No Experience	\$12.23 - 20.42	\$12.76 - 14.08	\$12.88	\$13.52
New Hires, W/ Experience	\$13.86 - 20.14	\$12.76 - 16.75	\$14.11	\$14.08
After Three Years W/ Firm	\$15.20 - 23.65	\$14.16 - 19.39	\$17.05	\$16.44

Hours Worked: Almost all Police Patrol Officers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	67%	33%	0%
Dental Insurance	67%	33%	0%
Vision Insurance	67%	33%	0%
Life Insurance	78%	11%	0%
Sick Leave	89%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	100%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 9 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	X
Moderately Difficult	*N/A	
Not Difficult	*N/A	

The Job Market for: **Police Patrol Officers**

Experienced applicants: Not Applicable

Inexperienced applicants: Not Competitive

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, current employee referrals.

Employer Responses: 9 employers, representing 209 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 280 - 370 (Large)

Gender: Employers responding indicate 97% of workers are male, 3% are female.

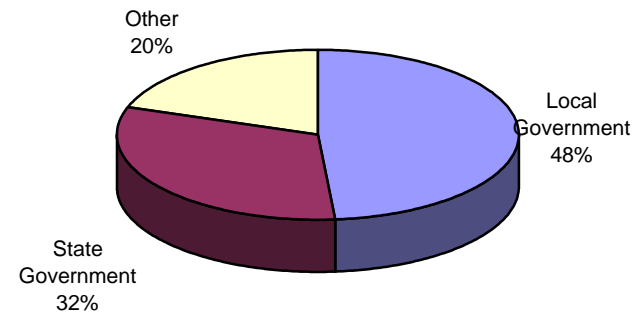
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	90
<u>Separations to 2004:</u>	60
Total Openings:	150

Growth Trends: The new job growth rate for this occupation is 32.1%, which is growing much faster than the average new job growth rate of 19.0% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: California Highway Patrol Officer, Patrol Officer

Related DOT Code: 375.263-014, 375.267-038

Promotional Opportunities: May be promoted to corporal, sergeant, lieutenant, captain, chief, commander

Turnover: Among employers surveyed, the rate is 14.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers responding indicate their employees are unionized.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months in various aspects of office experience. These include the following: receptionist, secretary, medical office, front desk, or other clerical-related occupation.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Listening to what others are saying and asking questions as appropriate
 Able to actively look for ways to help people
 Able to adjust actions in relation to others' actions
 Being aware of others' reactions and understanding why they react the way they do
 Alphabetic and numeric filing skills
 Bookkeeping skills
 Able to operate a multi-line command phone center
 Telephone answering skills
 Able to write effectively and legibly
 Able to type at least 45 words per minute
 Word processing, spreadsheet, and database skills
 Willingness to work with close supervision
 Able to work under pressure
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 9.61	\$7.00
New Hires, W/ Experience	\$6.45 - 12.00	\$8.75
After Three Years W/ Firm	\$7.00 - 14.00	\$10.45

Hours Worked: Many Receptionists and Information Clerks work full-time averaging 40 hours per week. Many work part-time averaging 29 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	63%	0%	25%	0%	0%	0%
Dental Insurance	56%	0%	19%	0%	0%	0%
Vision Insurance	56%	0%	19%	0%	0%	0%
Life Insurance	63%	0%	13%	0%	0%	0%
Sick Leave	88%	0%	0%	0%	0%	0%
Vacation	88%	0%	0%	0%	0%	0%
Retirement Plan	38%	0%	25%	0%	6%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Receptionists & Information Clerks**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 16 employers, representing 73 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 480 - 590 (Very Large)

Gender: Employers responding indicate 7% of workers are male, 93% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	110
<u>Separations to 2004:</u>	70
Total Openings:	180

Growth Trends: The new job growth rate for this occupation is 22.9%, which is growing faster than the average new job growth rate of 19.0% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Health Services	35.4%
Real Estate Agents & Managers	8.6%
Veterinary Services	8.3%
Miscellaneous Amusement & Recreation	7.1%
Legal Services	3.7%
Personnel Supply Services	3.2%
Business Associations	2.5%
Commercial Banks	1.7%
Beauty Shops	1.7%
Individual & Family Services	1.7%
Passenger Transportation Arrangements	1.5%
Other	24.6%

OTHER INFORMATION:

Alternate Job Titles: Medical Receptionists, Dental Receptionists, Police Administrative Secretary, Records Clerks

Related DOT Code: 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-042, 237.367-046

Promotional Opportunities: May be promoted to secretarial positions, office manager, case manager, supervisor, personnel assistant, assistant manager

Turnover: Among employers surveyed, the rate is 39.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

SHERIFFS AND DEPUTY SHERIFFS**OES 630320**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require a high school diploma or equivalent. They indicate a requirement for candidates who have graduated from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Most employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 6 - 12 months experience as a sheriff or deputy sheriff, or other law enforcement positions.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Able to identify the nature of problems
 Knowing how to find information and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Analytical skills
 Good vision
 Able to be aware of others' reactions and understanding why they react the way they do
 Able to administer emergency first aid
 Possession of a Firearms Qualifications Card
 Able to write effectively and legibly
 Able to work outdoors in all weather conditions
 Able to pass a pre-employment medical examination
 Able to pass a physical performance test
 Able to pass psychological interview

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$13.89 - 15.12	\$14.51
New Hires, W/ Experience	\$13.29 - 16.42	\$14.40
After Three Years W/ Firm	\$13.97 - 19.96	\$16.68

Hours Worked: Almost all Sheriffs and Deputy Sheriffs work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	75%	25%	0%
Dental Insurance	50%	50%	0%
Vision Insurance	75%	25%	0%
Life Insurance	100%	0%	0%
Sick Leave	75%	0%	0%
Vacation	75%	0%	0%
Retirement Plan	50%	25%	25%
Child Care	0%	0%	0%

*Percentage is based on 4 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Sheriffs & Deputy Sheriffs**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, and colleges and universities.

Employer Responses: 4 employers, representing 130 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 190 - 240 (Large)

Gender: Employers responding indicate 58% of workers are male, 42% are female.

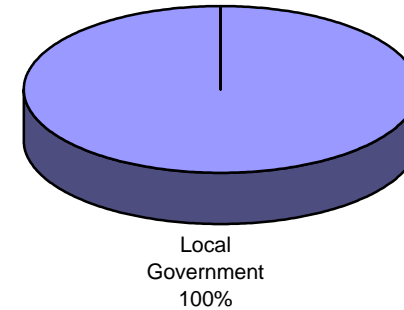
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	50
<u>Separations to 2004:</u>	10
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 26.3%, which is growing faster than the average new job growth rate of 19.0% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Deputy Sheriffs II & III

Related DOT Code: 377.263-010

Promotional Opportunities: May be promoted to corporal, detective, sergeant, and lieutenant

Turnover: Among employers surveyed, the rate is 13.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. All employers responding indicate their employees are unionized.

TEACHERS -- ELEMENTARY SCHOOL**OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a bachelor's degree. Almost all employers indicate they require or prefer vocational training prior to hire. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: All employers surveyed report they do not require or prefer prior work experience in this occupation.

Skills and Qualifications:

Able to teach others how to do something
 Able to talk to others to effectively convey information
 Able to use multiple approaches when learning or teaching new things
 Understanding written sentences and paragraphs in work documents
 Able to listen to what others are saying and ask questions as appropriate
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Being aware of others' reactions and understanding why they react the way they do
 Assessing how well one is doing when learning or doing something
 Able to find ways to structure or classify multiple pieces of information
 Developing approaches for implementing an idea
 Able to administer emergency first aid
 Possession of a clean police record

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	Range	Range	Median	Median
New Hires, No Experience	\$17.25 - 21.39	\$19.24 - 24.69	\$20.30	\$21.51
New Hires, W/ Experience	\$17.99 - 22.86	\$19.87 - 28.60	\$20.88	\$23.45
After Three Years W/ Firm	\$20.21 - 23.55	\$20.52 - 34.35	\$21.48	\$23.65

Hours Worked: Almost all Elementary School Teachers work full-time averaging 37 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	100%	0%	0%
Dental Insurance	100%	0%	0%
Vision Insurance	100%	0%	0%
Life Insurance	16%	0%	0%
Sick Leave	100%	0%	0%
Vacation	32%	0%	0%
Retirement Plan	16%	84%	0%
Child Care	0%	5%	5%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	
Moderately Difficult	*N/A	
Not Difficult	*N/A	X

The Job Market for: **Elementary School Teachers**

Experienced applicants: Not Applicable

Inexperienced applicants: Very Competitive

*None of the surveyed employers required previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges & universities, newspaper ads, and school & program referrals.

Employer Responses: 19 employers, representing 1,113 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 1,650 - 1,780 (Very Large)

Gender: Employers responding indicate 19% of workers are male, 81% are female.

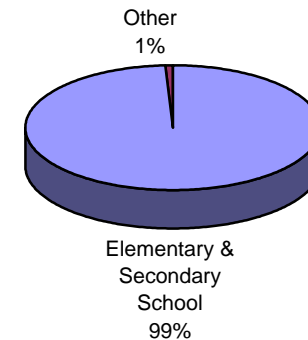
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	130
<u>Separations to 2004:</u>	260
Total Openings:	390

Growth Trends: The new job growth rate for this occupation is 7.9%, which is growing slower than the average new job growth rate of 19.0% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many anticipate employment to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Teacher

Related DOT Code: 092.227-010, 092.227-014

Promotional Opportunities: May be promoted to vice principal, superintendent, or other administrative position

Turnover: Among employers surveyed, the rate is 5.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Most employers surveyed report their employees are unionized.

TRUCK DRIVERS -- HEAVY OR TRACTOR TRAILER**OES 971020**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate that achieving a high school diploma is not a requirement for employment for this occupation. Almost all employers report they require 3 months of vocational training from a truck driving school prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months experience in trucking or trucking-related occupations.

Skills and Qualifications:

Able to operate a fork lift
 Able to read invoices
 Record keeping skills
 Automotive maintenance and minor repair skills
 Able to meet Interstate Commerce Commission requirements
 Able to drive trucks long distances
 Able to load and unload freight
 Map reading skills
 Possession of a Class A & B driver's licenses
 Able to pass a pre-employment examination
 Able to lift at least 75 pounds repeatedly
 Able to work independently
 Possession of a good Department of Motor Vehicles driving record
 Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 12.47	\$10.50
New Hires, W/ Experience	\$8.00 - 14.38	\$11.51
After Three Years W/ Firm	\$11.00 - 21.31	\$13.94

Hours Worked: Many Truck Drivers work full-time averaging 42 hours per week. Many work seasonally at an average of 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	44%	38%	0%
Dental Insurance	38%	31%	0%
Vision Insurance	38%	31%	0%
Life Insurance	25%	13%	0%
Sick Leave	44%	0%	0%
Vacation	63%	0%	0%
Retirement Plan	19%	56%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Truck Drivers -- Heavy or Tractor Trailer**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and current employee referrals.

Employer Responses: 16 employers, representing 305 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 650 - 770 (Very Large)

Gender: Employers responding indicate 91% of workers are male, 9% are female.

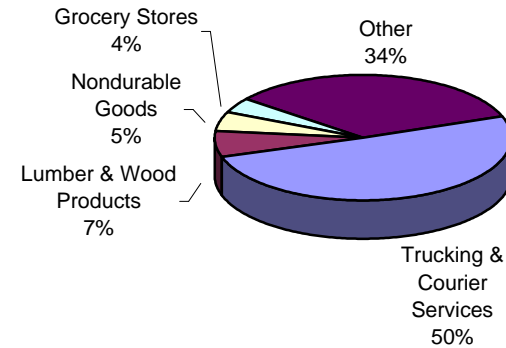
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	120
<u>Separations to 2004:</u>	70
Total Openings:	190

Growth Trends: The new job growth rate for this occupation is 18.5%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 19.0%. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate employment to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None Available

Related DOT Code: 900.683-010, 902.683-010, 903.683-018, 904.383-010, 904.683-010, 905.663-010, 905.663-014

Promotional Opportunities: May be promoted to supervisor or manager

Turnover: Among employers surveyed, the rate is 23.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

VOCATIONAL AND EDUCATIONAL COUNSELORS**OES 315140**

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

EMPLOYER REQUIREMENTS

Education and Training: All employers report they require at least a bachelor's degree. Some indicate they require graduate study. Most employers report they require or prefer vocational training prior to hire. Educational counselors working within schools are required to be licensed by the California Commission on Teacher Credentialing by earning a Pupil Personnel Services (PPS) credential.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience as a vocational or educational counselor, job placement worker, or other counseling-related work.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions as appropriate
 Being aware of others' reactions and understanding why they react the way they do
 Actively looking for ways to help people
 Able to identify the nature of problems
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Understanding written sentences and paragraphs in work documents
 Able to work with new material or information to grasp its implications
 Able to assess how well one is doing when learning or doing something
 Able to treat substance abuse
 Rehabilitation counseling skills
 Family counseling skills

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	Range	Range	Median	Median
New Hires, No Experience	\$22.28 - 27.41	\$19.67 - 24.01	\$25.97	\$21.42
New Hires, W/ Experience	\$11.00 - 33.37	\$20.65 - 28.95	\$26.35	\$25.28
After Three Years W/ Firm	\$12.00 - 42.85	\$21.62 - 29.90	\$28.57	\$26.29

Hours Worked: Almost all Vocational and Educational Counselors work full-time averaging 38 hours per week. A few work part-time at an average of 19 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	73%	20%	0%
Dental Insurance	73%	20%	0%
Vision Insurance	73%	20%	0%
Life Insurance	40%	0%	0%
Sick Leave	87%	7%	0%
Vacation	40%	0%	0%
Retirement Plan	27%	53%	13%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Vocational & Educational Counselors**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, colleges & universities, and school or program referrals.

Employer Responses: 15 employers, representing 44 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 130 - 160 (Medium)

Gender: Employers responding indicate 32% of workers are male, 68% are female.

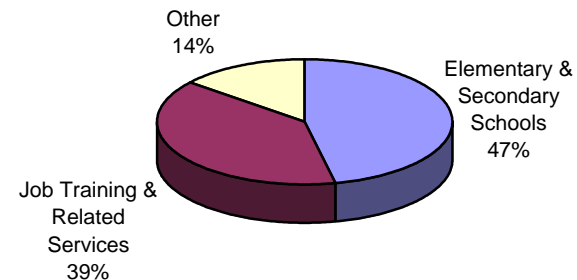
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 23.1%, which is growing faster than the average new job growth rate of 19.0% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: School Counselor, Employment Training Specialist, Rehabilitation Counselor

Related DOT Code: 045.107-010, 045.107-042, 045.107-054, 045.117-010, 090.107-010, 169.267-026, 045.107-018

Promotional Opportunities: May be promoted to coordinator or administrator

Turnover: Among employers surveyed, the rate is 9.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

2000 - 2001

NORTH CENTRAL COUNTIES CONSORTIUM

TRAINING

DIRECTORY

OVERVIEW

The *2000/2001 North Central Counties Consortium Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the North Central Counties Consortium Workforce Investment Board, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is an interagency committee created by federal and state law to promote the development, distribution and use of occupational, labor market and career information. The COICC also supports training to enhance the skills of those in the career development and workforce preparation communities. Its primary responsibility is to coordinate the development of an occupational information system that will serve the needs of vocational education, employment and training programs and career guidance. Additionally, the COICC facilitates coordination and communication among and between the developers and users of occupational information.

The purpose of this directory is to provide basic information on the training programs available to residents of Colusa, Glenn, Lake, Sutter, and Yuba Counties. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout the North Central Counties Consortium.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Local Training Providers

Training is provided in the Consortium for the following occupations that were surveyed in 2000. In addition to the training providers and programs included in this directory, universities and colleges in adjacent counties that provide training programs applicable to occupations surveyed have been included. Please refer to updated course catalogs or contact providers directly for current information. Information about the training programs may be found on the following pages:

Assemblers and Fabricators – Except Machine

Glenn County Regional Occupational Program
Lake County Regional Occupational Program

Automotive Body and Related Repairers

Lake County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Main Campus

Bookkeeping, Accounting, and Auditing Clerks

Career Training & Education Center
Glenn County Regional Occupational Program
Lake County Regional Occupational Program
Mendocino College Lake Center
Sierra West Academy
Tri-County Regional Occupational Program
Yuba College Lake County Center
Yuba College Main Campus

Bus Drivers – School

California Human Development Corporation

Carpenters

Glenn County Regional Occupational Program
Lake County Regional Occupational Program

Computer Programmers, Including Aides

Career Training & Education Center
Yuba College Main Campus

Cooks- Restaurant

Glenn County Regional Occupational Program
Tri-County Regional Occupational Program
Yuba College Lake County Center
Yuba College Main Campus

Correction Officers and Jailers	Yuba College Main Campus
Cost Estimators	Glenn County Regional Occupational Program
Dental Assistants	Glenn County Regional Occupational Program Tri-County Regional Occupational Program
Home Health Aides	Career Training & Education Center Lake County Regional Occupational Program Tri-County Regional Occupational Program
Industrial Truck and Tractor Operators	California Human Development Corporation
Lodging Managers	Glenn County Regional Occupational Program Mendocino College Lake Center Yuba College Lake County Center Yuba College Main Campus
Maintenance Repairers- General Utility	Glenn County Regional Occupational Program
Nurse Aides	Glenn County Regional Occupational Program Lake County Regional Occupational Program Pacific Regency Lakeport Convalescence Hospital Tri-County Regional Occupational Program Yuba College Main Campus
Police Patrol Officers	Yuba College Main Campus
Receptionists and Information Clerks	Butte College Glenn County Center Career Training & Education Center
Sheriffs and Deputy Sheriffs	Yuba College Main Campus
Teachers – Elementary School	Chapman University Academic Center
Truck Drivers – Heavy or Tractor Trailer	California Human Development Corporation

Vocational and Educational Counselors

California State University, Chico

Training is not provided within the Consortium for these occupations that were surveyed in 2000:

Dispatchers – Police, Fire, and Ambulance

Local Training Providers

Butte College Glenn County Center

604 E. Walker, Orland, CA 95912

Phone: (530) 865-9728

Fax: (530) 934-4168

Internet address: www.butte.cc.ca.us

E-mail: Admissions@butte.cc.ca.us

Available Services:

Career Development

English As Second Language Services

Financial Aid

Job Placement

Veteran Approved

Occupational Objective:

General Office/Clerical and Typing Services

California Human Development Corporation

1468-G Sky Harbor Drive, Marysville, CA 95901

Phone: (530) 741-2924

Fax: (530) 741-8435

E-mail: cahumdevl@jps.net

Available Services:

Career Development

Open Entry/Open Exit

Occupational Objective:

Truck, Bus, and other Commercial Vehicle Operator

Career Training & Education Center

256 Wilbur Avenue, Yuba City, CA 95992

Phone: (530) 822-5120

Fax: (530) 822-5139

Internet Address: www.ctec.k12.ca.us

E-mail: mgriese@ncen.org

Available Services:

Career Development
Counseling
English As Second Language Services
Financial Aid
Job Placement
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Accounting Technician
Computer and Information Sciences, General
General Office/Clerical and Typing Services
Home Health Aide

California State University, Chico

400 W. First Street, Chico, CA 95929
Phone: (530) 898-INFO
Fax: (530) 898-4020
Internet address: www.csuchico.edu

Available Services:

Career Counseling
Career Development
Distance Learning
English As Second Language Services
Financial Aid
Job Placement Services
On-Site Child Care
Veteran Approved

Occupational Objective:

School Psychology

Chapman University Academic Center

1469 Butte House Road, Suite E, Yuba City, CA 95993-2754
Phone: (530) 674-2758
Fax: (530) 674-2953
Internet address: www.chapman.edu
E-mail: tc@nexus.chapman.edu

Available Services:

Career Counseling
Distance Learning
Financial Aid
Job Placement
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Teacher Education, Multiple Levels

Glenn County Regional Occupational Program

Glenn Office of Education
525 West Sycamore Street, Willows, CA 95988
Phone: (530) 934-6575 ext. 25
Fax: (530) 934-6575
Internet Address: www.glenn-co.k12.ca.us/gcoe

Available Services:

Career Development
Counseling
English As Second Language Services

Occupational Objective:

Accounting Technician
Cabinet Maker and Millworker
Construction/Building Technology/Technician
Dental Assistant
Food and Beverage/Restaurant Operations Manager
Nurse Assistant/Aide

Lake County Regional Occupational Program

1152 South Main Street, Lakeport, CA 95453
Phone: (707) 262-3498
Fax: (707) 263-0197
Internet Address: www.lake-coe.k12.ca.us
E-mail: daveg@lake-coe.k12.ca.us

Available Services:

Counseling

Occupational Objective:

Accounting Technician
Auto/Automotive Mechanic/Technician
Cabinet Maker and Millworker
Home Health Aide
Nurse Assistant/Aide

Mendocino College Lake County Center

1005 Parallel Drive, Lakeport, CA 95453
Phone: (707) 263-4944
Fax: (707) 263-1908
Internet Address: www.mendocino.cc.ca.us

Available Services:

Career Development
Counseling
Distance Learning
English As Second Language Services
Financial Aid
Veteran Approved

Occupational Objective:

Business Administration and Management, Other

Pacific Regency Lakeport Convalescence Hospital

1291 Craig Avenue, Lakeport, CA 95453
Phone: (707) 263-6382
Fax: (707) 263-5313

Available Services:

Career Development
Job Placement

Occupational Objective:

Nurse Assistant/Aide

Sierra West Academy

1145 Butte House Road, Yuba City, CA 95993
Phone: (530) 751-1110
Fax: (530) 751-1118
Internet Address: www.sierrawestacademy.com
E-mail: sierrayc@jps.net

Available Services:

Financial Aid
Job Placement
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Accounting, Other

Tri-County Regional Occupational Program (Colusa, Sutter, Yuba)

146 Garden Highway, Yuba City, CA 95991
Phone: (530) 822-4926
Fax: (530) 822-5165
Internet Address: www.sutter.k12.ca.us/rop/rop/htm
E-mail: Davidd@sutter.k12.ca.us

Available Services:

Career Development
Counseling
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Accounting Technician
Auto/Automotive Mechanic/Technician
Dental Assistant
Food Sciences and Technology
Home Health Aide
Nurse Assistant/Aide

Yuba College**Lake County Center**

15880 Dam Road Extension, Clearlake, CA 95422
Phone: (707) 995-7900
Fax: (707) 994-3553
Internet Address: www.yuba.cc.ca.us

Available Services:

Career Development
Counseling
Distance Learning
English As Second Language Services
Financial Aid
Job Placement
On-Site Child Care
Veteran Approved

Occupational Objective:

Accounting, Other
Business Administration and Management
Food and Beverage/Restaurant Operations Manager

Main Campus

2088 North Beale Road, Marysville, CA 95901-7699

Phone: (530) 741-6700

Fax: (530) 749-3828

Internet Address: www.yuba.cc.ca.us

E-mail: mroot@yuba.cc.ca.us

Available Services:

Career Development

Counseling

Distance Learning

English As Second Language Services

Financial Aid

Job Placement

On-Site Child Care

Veteran Approved

Occupational Objective:

Accounting

Auto/Automotive Body Repair

Business Administration and Management, General

Computer and Information Sciences, General

Criminal Justice/Law Enforcement Administration

Food and Beverage/Restaurant Operations Manager

Nurse Assistant/Aide